


Maryland Judiciary Job Description

	Official Title	Bailiff, Supervisor
	Job Code	7002
	Business Title	Supervising Bailiff
	FLSA Status	Non-Exempt

POSITION SUMMARY

The Bailiff Supervisor is responsible for maintaining day-to-day order, protection, and security operations ensuring the safety of visitors, Judges, employees, and the general public who visit the District Court. Provides supervision, guidance, and direction of Bailiff team. Additional duties include preparing courtrooms for session, maintaining order in the courtroom, and operating courthouse security checkpoint equipment to screen the general public and visitors. With considerable public contact involved, Bailiffs must exercise practical judgment necessary to cope with routine and unusual and emergent situations on a continual basis. Assist with evacuation and reentry during emergency situations. Bailiffs are considered essential personnel and are subject to call-in during emergencies, closings, and staffing shortages. In the event of a location closure, whether temporary or for the remainder of the day, Bailiffs are required to remain at their post until relieved of duty by proper authority. Follows the State of Maryland District Court Security policies and procedures.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Prepares and maintains all necessary records required of a Supervising Bailiff, including assisting Bailiffs with initial Special Police Commission and Handgun Permit applications and renewals. Periodically visit each District Court location in assigned county to observe security operations and meet with Lead Bailiffs to discuss security issues.
- Schedule training for Bailiff team. Conduct Bailiff hiring interviews. Address disciplinary issues. Approve timecards and leave request of Lead Bailiffs. If Lead Bailiff is unavailable, approve timecards and leave requests of Bailiffs.
- Ensures the safety of visitors, Judges, employees, and the general public visiting the District Court.
- Screens the general public and visitors entering the courthouse.
- Operates the courthouse walk-through metal detector, handheld metal detector, hand wand scanner, and weapon detection x-ray machine.
- Seizes prohibited objects and denies entry of those persons in possession of these items.
- Performs ID checks of employees, law enforcement officers, and attorneys.

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- Prepares courtrooms for sessions and maintains order in the courtroom.
- With considerable public contact involved, the Bailiff must exercise practical judgement necessary to cope with routine and unusual or emergent situations on a continual basis.
- Must be prepared to make a scene arrest for violations of criminal statute on District Court property.
- Provides information and direction to the general public.
- Considered essential personnel and are subject to call-in during emergencies, closings, and staffing shortages.
- In the event of a location closure, whether temporary or for the remainder of the day, Bailiffs are required to remain at their post until relieved by proper authority.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma (or GED equivalent) and MUST have successfully graduated from a certified/accredited police training academy.
- One (1) year of law enforcement experience as a police officer (not to include time spent in police training academy) at a federal, state, or local law enforcement agency (equivalent to a Maryland Police and Correctional Training Commissions Certified police officer) *AND* successful completion of the required training program/probationary period.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Courthouse and courtroom security protocols.
- Maryland Criminal Statute and laws of arrest.
- Arrest procedures and techniques.

Skill in:

- Customer and public service and handling problems courteously, tactfully, and patiently.
- Communicating information clearly and effectively.
- Maintaining order and enforcing rules.
- Implementing defensive and offensive tactics as they relate to subduing disorderly or disruptive individuals.
- Usage of firearms, OC spray, and handcuffing techniques.
- Recognizing emergency medical situations and administering first aid and CPR.
- Usage of standard office equipment, computer equipment, and computer applications.

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Ability to:

- Recognize and diffuse situations by taking prompt and appropriate action.
- Organize and work well with others.
- Assist, guide, and direct others in a polite, calm, controlled, professional, and efficient manner.
- Exercise tact, diplomacy, and impartiality while dealing with the general public, law enforcement personnel, and attorneys.
- Resolve unusual and/or complex situations in accordance with established procedures or assist others in resolving instances requiring deviation from standard procedures.
- Communicate clearly, tactfully, and effectively with Judges, the general public, police agencies, attorneys, and other court officials and personnel.
- Perform all essential functions of this position and pass a medical screening every three years (fitness for duty).
- Obtain and maintain a special police commission and MD handgun permit and complete all required training.
- Recommend modifications to improve procedures and practices.
- Use standard office and business equipment including, but not limited to, personal computers for emails and timesheet completion.
- Implement the District Court and building evacuation procedures.

SUPERVISORY RESPONSIBILITIES

This position has formal supervisory responsibilities over other employees.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position involves *physical* work with frequent standing and walking for eight hours per day and requires the physical ability to restrain and/or detain individuals.

WORKING CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works in an indoor environment and is not routinely or substantially exposed to adverse environmental conditions. Employee works in close quarters with others and often encounters individuals with known criminal or mental health backgrounds who may be hostile, emotionally charged, and/or wounded.

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Maryland Judiciary is an Equal Opportunity Employer.

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Dates revised:	